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Indiana Department of Financial Institutions

# CHECK IT OUT



## Instructor Guide



Building: Knowledge,  
Security, and  
Confidence

FINANCIAL EDUCATION CURRICULUM

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# INSTRUCTOR INFORMATION

## Before the Session

To properly present the Check It Out course, you should:

- Review all materials in the Instructor Guide and the Participant Take-Home Guide.
- Make copies of Participant Take-Home Guides.
- Copy slides (overheads) into transparencies or use PowerPoint Slide Presentation.
- When appropriate, prepare chart paper examples.
- Identify potential trouble spots in the exercises, as well as hints for assisting participants.
- Select and prepare anecdotes from real-world experiences that can be used to illustrate special scenarios, generate discussion, and maintain participant interest.

## Materials and Equipment

- Transparency projector or Computer projection for PowerPoint Slide Presentations
- Check It Out transparencies or PowerPoint Slide Presentation
- Chart paper and easel
- Markers for chart paper and transparencies
- Name tents
- Pencils or pens for each participant

## Instructor Steps

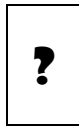
Step-by-step directions are provided for the instructor. The text below is an example of an instructor step:

Instructor Cue	Instructions
<div><p>You Will Know</p><hr/><ul style="list-style-type: none"><li>● The benefits of using a bank vs. using a check-cashing service</li><li>● Types of fees</li><li>● Types of checking accounts</li><li>● How to open a checking account</li><li>● How to write checks</li><li>● How to use ATM and debit cards</li><li>● How to keep records</li><li>● How to reconcile an account</li></ul><p>2</p></div> <p>Slide 2</p>	<ul style="list-style-type: none"><li>▶ Show Slide 2 (You Will Know).</li><li>▶ Review course objectives.</li></ul>

Generally, these steps enable the instructor to ask questions, provide explanations, show slides, hand out materials and introduce exercises.

## Icons

Icons alert the instructor to discussion questions, exercises, transitions, and summaries. They appear in the left margin:



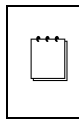
Ask questions or conduct a discussion.



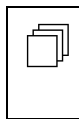
Distribute a hand out.



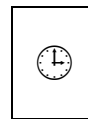
Explain.



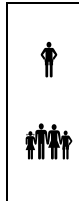
Report out exercise information or record the results of a brainstorm.



Refer to activity material.

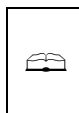


Allow Time



Indicate the beginning of an individual activity or exercise.

Indicate the beginning of a group activity or exercise.



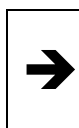
Read



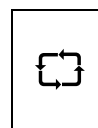
Web Sites for additional information.



Summarize an activity or check for understanding.



Transition to the next topic.



Summarize the course.

# CHECK IT OUT

**NOTE:** It is suggested that participants take the Bank On It course before taking the Check It Out course.

## Objectives




By the end of this course, participants will be able to open and keep a checking account. To achieve this objective, participants will be able to:

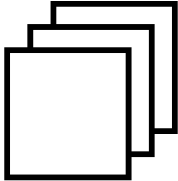
- Identify benefits of using a bank versus using a check-cashing service
- Identify types of checking account fees
- Compare types of checking accounts
- Open a checking account
- Write checks
- Use an ATM and debit cards
- Reconcile a checking account

## Time

**90 Minutes**

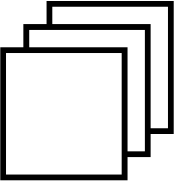


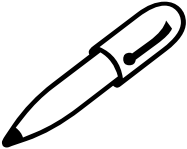

# Course Introduction

Instructor Cue	Instructions
	<ul style="list-style-type: none"> <li>▶ Before the start of the class, hand out the following materials to each participant:               <ul style="list-style-type: none"> <li>● Participant Take-Home Guide</li> <li>● Name tent</li> </ul> </li> </ul>
<div data-bbox="196 667 570 1157"> <p>CHECK IT OUT</p> <hr/> <p>Overheads</p>   <p>Financial Education</p> <p>1</p> </div> <p>Slide 1</p>	<ul style="list-style-type: none"> <li>▶ Show Slide 1 (Check It Out).</li> <li>▶ <b>“Welcome to Check It Out!”</b> Introduce yourself (e.g., name, experience as an instructor or banker).</li> <li>▶ Explain: <b>“By taking the Check It Out course, you are making an important step to building a better financial future for yourself and your family. Having a checking account is convenient and can save you money.”</b></li> </ul>

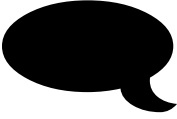

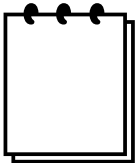
Instructor Cue	Instructions
<div data-bbox="203 296 570 793"> <p><b>You Will Know</b></p> <hr/> <ul style="list-style-type: none"> <li>● The benefits of using a bank vs. using a check-cashing service</li> <li>● Types of fees</li> <li>● Types of checking accounts</li> <li>● How to open a checking account</li> <li>● How to write checks</li> <li>● How to use ATM and debit cards</li> <li>● How to keep records</li> <li>● How to reconcile an account</li> </ul> <p>2</p> </div> <p>Slide 2</p>	<ul style="list-style-type: none"> <li>▶ Show Slide 2 (You Will Know).</li> <li>▶ Explain: <b>“By the end of the course, you will be able to open and keep a checking account. You will know:</b> <ul style="list-style-type: none"> <li>● <b>The benefits of using a bank vs. using a check-cashing service</b></li> <li>● <b>Types of fees</b></li> <li>● <b>Types of checking accounts</b></li> <li>● <b>How to open a checking account</b></li> <li>● <b>How to write checks</b></li> <li>● <b>How to use ATM and debit cards</b></li> <li>● <b>How to keep records</b></li> <li>● <b>How to reconcile an account.”</b></li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>▶ Show the Participant Take-Home Guide to the class.</li> <li>▶ Explain: <b>“Each of you has a copy of the Check It Out Take-Home Guide which contains highlights of the course. We will be using this throughout the course. Take it home and use it as a reference.”</b></li> </ul>




## What Do You Know



Instructor Cue	Instructions
	<ul style="list-style-type: none"> <li>▶ Explain: “Take out the last page of your Take-Home Guide, the <i>What Do You Know</i> form.”</li> </ul>
	<ul style="list-style-type: none"> <li>▶ Explain: “The <i>What Do You Know</i> form lets you measure how much you have learned from the course.”</li> </ul>
	<ul style="list-style-type: none"> <li>▶ Read the instructions and walk the participants through each statement.</li> <li>▶ Explain: “Complete the Before-the-Course column only. You will complete the other column at the end of the course.”</li> </ul>
	<ul style="list-style-type: none"> <li>▶ Provide enough time for participants to complete the <i>What Do You Know</i> form. (2-3 minutes)</li> <li>▶ Have participants put these forms aside until the end of the course when they will complete the <i>After-the-Course</i> column.</li> </ul>
	<ul style="list-style-type: none"> <li>▶ Transition: “Let’s get started by discussing your experience with checking accounts!”</li> </ul>

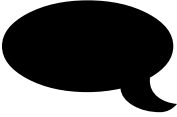
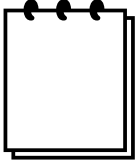
## Introduction to Check It Out

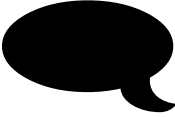
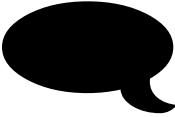
Instructor Cue	Instructions
	<ul style="list-style-type: none"><li>▶ Explain: <b>“A checking account allows you to write checks to pay bills and buy goods. The financial institution takes the money from your account and pays it to the person or company named on the check.</b></li></ul> <p><b>You can also deposit money and withdraw money in other ways from your checking account.</b></p> <p><b>The financial institution send you a monthly statement of your deposits, checks written, and all your other withdrawals.”</b></p>
	<ul style="list-style-type: none"><li>▶ Ask: <b>“How many of you have or have ever had a checking account?”</b></li><li>▶ Ask: <b>“Whether you have had a checking account or not, what comes to mind when you think about checking accounts?”</b></li></ul>
	<ul style="list-style-type: none"><li>▶ Write key ideas from participant responses on the chart paper.</li><li>▶ Guide a brief group discussion to help you understand the participants’ experiences and feelings about checking accounts.</li></ul>


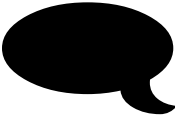
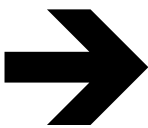
Instructor Cue	Instructions
	<ul style="list-style-type: none"> <li>▶ Transition: <b>“These words reflect your views on checking accounts. Checking accounts provide a way to pay your bills and make purchases. Checking accounts offer other benefits as well. Let’s look at some of those benefits.”</b></li> </ul>

# Keep Your Money in the Bank

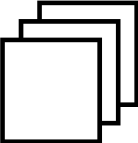
Instructor Cue	Instructions
<div data-bbox="196 296 548 701"> <p>Benefits of Checking Accounts</p> <hr/> <ul style="list-style-type: none"> <li>● Convenience</li> <li>● Cost</li> <li>● Security</li> <li>● Budgeting</li> </ul>  <p>3</p> </div> <p>Slide 3</p>	<ul style="list-style-type: none"> <li>▶ Show Slide 3 (Benefits of Checking Accounts).</li> <li>▶ Explain: <b>“We are going to go over each of these benefits <math>\frac{3}{4}</math> convenience, cost, safety, and budgeting <math>\frac{3}{4}</math> one at a time.”.</b></li> </ul>
	<ul style="list-style-type: none"> <li>▶ Explain: <b>“First. checking accounts are convenient because they provide you with quick and easy access to our money. Using checks or debit cards can take the place of carrying cash. When you have a checking account, you can access money by:</b> <ul style="list-style-type: none"> <li>● <b>Withdrawing cash at a teller window</b></li> <li>● <b>Withdrawing cash at drive-up window</b></li> <li>● <b>Withdrawing cash from Automated Teller Machines or ATMs. ATMs are computerized terminals that can dispense cash from your account, and</b></li> <li>● <b>Cashing personal checks at the bank, grocery store, or other places where checks are accepted.</b></li> </ul> <p><b>Checking accounts provide convenience because checks can be used to pay bills. Some stores and banks also allow you to use your checking account to pay bills over the phone or by using a computer.”</b></p> </li> </ul>

Instructor Cue	Instructions
	<ul style="list-style-type: none"> <li>▶ Explain: <b>“Second, let’s talk about the cost benefit. Keeping your money in a bank and using bank services is usually cheaper than using other businesses to cash a check or to buy money orders. Check-cashing for account holders is usually free.”</b></li> </ul>
	<ul style="list-style-type: none"> <li>▶ Remind the participants of the examples from “Bank On It.</li> <li>▶ Write the calculations for the following example of using a check-cashing service on the left side of the chart paper.</li> <li>▶ Explain: <b>“One of the participants in an earlier class used a check-cashing store to cash her checks. She cashed four checks a month and was charged \$5 each time.</b>   <b>That means she paid \$20 a month or \$240 a year just to cash her checks.</b>   <b>She also had to buy money orders to pay her bills.”</b></li> <li>▶ Write the calculations for the following example of using a checking account on the right side of the chart paper.   <b>“Another participant had an account at a bank that charged a monthly fee of \$5, which included 8 free checks per month and free use of the ATM.</b>   <b>Additionally, ordering a box of 100 checks cost her about \$18.”</b></li> </ul>

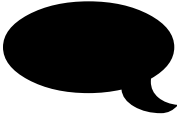
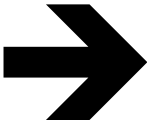
Instructor Cue	Instructions
	<p>► Explain: “In this case, using a checking account for one year cost her \$78 (<math>\\$5 \times 12 + \\$18 = \\$78</math>) a year.</p> <p>In one year, she saved \$162 (<math>\\$240 - \\$78</math>) by using a checking account instead of a check-cashing store.”</p>
	<p>► Explain: “Third, using a checking account can help you keep your cash safe.</p> <p>Keeping your money in a bank and using checks is safer than carrying large amounts of cash. You don’t have to worry about your cash being stolen or lost.</p> <p>If your checks are lost or stolen, report it as soon as possible to your bank. The bank cannot protect you unless they know the checks are missing.</p> <p>Keeping your money in an insured financial institution means your money is safe. The basic insured amount of a depositor is \$100,000.</p> <p>This means if for some reason the bank closes and cannot give its customers the money they had in the bank, the Federal Deposit Insurance Corporation, or FDIC, will return the money to the customer.</p> <p>Similarly the Nation Credit Union Association, or NCUA insures credit union accounts.”</p>

Instructor Cue	Instructions
	<ul style="list-style-type: none"> <li>▶ Ask: <b>“What is the fourth benefit of checking accounts?”</b></li> <li>▶ Answer: <b>Budgeting</b></li> </ul>
	<ul style="list-style-type: none"> <li>▶ Explain: <b>“Not only can checking accounts provide convenience and cost savings, using a checking account can also help you manage your money. When you pay bills by writing checks and keep a record of the checks you write, checking accounts help you keep better track of your money.</b></li> </ul> <p><b>Keeping a checking account can help you establish credit. It helps build your relationship with banks. If you use your checking account responsibly, your bank will be more likely to approve a loan when you need one. Having a checking account also helps prove you pay your bills on time.”</b></p>
	<ul style="list-style-type: none"> <li>▶ Transition: <b>“Once you have decided to open a checking account, how do you find the right account for you.”</b></li> </ul>




## Finding the Right Checking Account for You






Instructor Cue	Instructions
	<ul style="list-style-type: none"><li>▶ Explain: “To start looking for the right checking account, ask your family, friends, neighbors, and co-workers about the bank they use and whether they are happy with their bank.</li></ul> <p>To determine what you need, think about how you would use your checking account.”</p> <ul style="list-style-type: none"><li>▶ Explain: “Turn to the <i>Determine Your Checking Account Needs</i> page on page 4 of your Take-Home Guide. This worksheet lists questions you should consider when looking for a checking account.”</li></ul> <ol style="list-style-type: none"><li>1. How many checks do you think you will write every month?</li><li>2. Do you want a bank that is close to your home or work?</li><li>3. What are the bank’s hours of operation?</li><li>4. Will you use the ATM often?</li><li>5. Does the bank have ATMs close to where you live or work?</li><li>6. How often do you plan to visit the bank to use teller services?</li><li>7. What other bank services are important to you?”</li></ol>





Instructor Cue	Instructions
	<p>► Explain: <b>“When looking for a checking account, also keep cost in mind:</b></p> <ol style="list-style-type: none"> <li><b>1. How many money will you keep in your account?</b></li> <li><b>2. Will you be charged for writing extra checks?</b></li> <li><b>3. Are you willing to pay a monthly fee?</b></li> <li><b>4. If so, how much?</b></li> <li><b>5. Will you be charged to use your bank’s ATM?</b></li> <li><b>6. Will you be charged for using other bank’s ATMs?</b></li> <li><b>7. Will you be charged for using teller service?</b></li> <li><b>8. Are there ways to avoid paying fees?”</b></li> </ol>
	<p>► Transition: <b>“In addition to these questions, you should know about other checking account fees. Ask for a fee schedule that lists all fees related to the account. Use the fee schedule to compare the costs of each account.”</b></p>


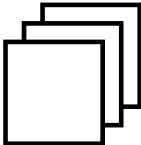
# Checking Account Fees




Instructor Cue	Instructions
<div data-bbox="196 331 565 835"> <p><u>Fee Schedule</u></p> <p>Bank of Your Choice Schedule of Fees for ABC Checking Account</p> <hr/> <p>Monthly Service Fee      \$7.00 This fee is waived if you keep a \$500 minimum daily balance.</p> <hr/> <p>ATM Transactions Bank of your choice ATMs      FREE Non-Bank of your Choice ATMs      \$1.50 each</p> <hr/> <p>Overdraft, Insufficient Funds      \$20 per item</p> <hr/> <p>Stop Payment Requests      \$15 per item</p> <p style="text-align: right;">4</p> </div> <p style="text-align: center;">Slide 4</p>	<p>► Show Slide 4 (Fee Schedule).</p> <p>► Explain: “A fee schedule lists the fees you might be charged for certain activities. Some of the most common fees include:</p> <ul style="list-style-type: none"> <li>● Monthly service fee</li> <li>● ATM-use fee</li> <li>● Overdraft fee, and</li> <li>● Stop payment fee.</li> </ul> <p>This is only a partial list. Turn to page 5 in your Take-Home Guide for a more complete list of fees.”</p>
	<p>► Explain: “I’ll ask you a question about one of the checking account fees from the fee schedule, and you tell me the answer.”</p>
	<p>► Read: “Last month, I used an ATM at Bank of Your Choice five times. I also used Bank XYZ’s ATM twice.”</p>
	<p>► Ask: “Who can tell me how much Bank of Your Choice will charge me for using the ATM card last month?”</p> <p>► Answer: \$3 “I was charged \$1.50 each time I used Bank XYZ’s ATM. Bank of Your Choice does not charge for using their ATMs.”</p>

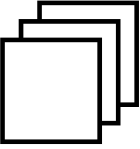


Instructor Cue	Instructions
	<p>► Read: “<b>Last week, Patricia wrote a \$200 check to her friend, but lost the check. She wanted to make sure no one cashed that check, so she made a stop payment request.</b>”</p>
	<p>► Ask: “<b>How much did Patricia pay to request a stop payment?</b>”</p> <p>► Answer: <b>\$15 “Be aware that the bank might not be able to stop the check before it is paid. You might still be charged a fee. If you need to request a stop payment, do so as soon as possible.”</b></p>
	<p>► Read: “<b>For the past 11 months, Pam kept at least \$600 in her checking account every day. Last month, an emergency came up and she only had \$100 left in her account.</b>”</p>
	<p>► Ask: “<b>In the 12 month period, how much was Pam charged for her monthly service fee?</b>”</p> <p>► Answer: <b>\$7 “Pam was not charged a monthly service fee for the 11 months she kept her balance over \$500.</b></p> <p><b>The monthly service fee can also be called a maintenance fee.”</b></p>
	<p>► Read: “<b>Robert wrote a check for \$500 to pay his rent. He forgot he had only \$450 in his checking account, since he had not yet been paid.</b>”</p>


Instructor Cue	Instructions
	<ul style="list-style-type: none"> <li>▶ Ask: <b>“What is the name of the \$20 fee Robert had to pay to Bank of Your Choice?”</b></li> <li>▶ Answer: <b>Overdraft fee</b> <b>“Overdrafts are also called insufficient fund, nonsufficient funds, or NSF.</b></li> </ul> <p><b>You are charged an overdraft fee when you do not have enough money in your account to pay for the checks you wrote. To avoid these fees, remember to keep good records and know how much money you have in your checking account.</b></p> <p><b>Stores might also charge a fee if a bounced check is used to purchase goods or services. The fee charged is usually posted near the cashier. Lenders will also charge a fee for NSF checks on payments; in Indiana the fee is \$20.”</b></p>
	<ul style="list-style-type: none"> <li>▶ Transition: <b>“We have discussed questions for you to answer about your checking account needs and some checking account fees you could be charged. Now let’s talk about the different types of checking accounts.”</b></li> </ul>

# Comparing Checking Accounts

Instructor Cue	Instructions
<p data-bbox="212 390 509 495">Types of Checking Accounts Offered by Banks</p> <hr data-bbox="212 520 454 525"/> <ul data-bbox="212 548 412 716" style="list-style-type: none"> <li>● Low-cost checking</li> <li>● ATM-checking</li> <li>● Regular checking, and</li> <li>● Interest checking</li> </ul>  <p data-bbox="548 856 558 877">5</p> <p data-bbox="334 888 415 909">Slide 5</p>	<ul data-bbox="626 310 1435 863" style="list-style-type: none"> <li>▶ Show Slide 5 (Types of Checking).</li> <li>▶ Explain: <b>“Turn to page 7 of your Take-Home Guide, <i>Types of Checking Accounts</i>. A few types of checking accounts offered at banks are:</b> <ul data-bbox="691 590 1138 863" style="list-style-type: none"> <li>● Low-cost checking</li> <li>● ATM-checking</li> <li>● Regular checking, and</li> <li>● Interest checking.</li> </ul> </li> </ul> <p data-bbox="667 905 1409 1157"><b>Banks sometimes refer to these accounts by different names. Before making a decision, read the materials, or disclosures, ask questions, and understand which checking account best fits your needs.”</b></p>
	<ul data-bbox="626 1220 1409 1598" style="list-style-type: none"> <li>▶ State: <b>“Let’s go back to page 4 of your Take-Home Guide and talk about some of the questions.”</b></li> <li>▶ Explain: <b>“The first question asks about the number of checks you will write every month. If you don’t plan to write a lot of checks, a low-cost checking account might be right for you.</b></li> </ul> <p data-bbox="667 1629 1425 1881"><b>Many banks offer low-cost checking accounts for people who don’t write a lot of checks. The charge is usually less than \$5 per month. However, there might be a limit to the number of checks you can write.”</b></p>



Instructor Cue	Instructions
	<p>► Explain: <b>“Question 6 asks about your plans to use teller services.</b></p> <p><b>If you don’t plan to use teller services often, an ATM-checking account might be right for you.</b></p> <p><b>This type of account usually offers unlimited check writing privileges, in other words, there are no additional charges based on the number of checks you write.</b></p> <p><b>Some banks offer an ATM-checking account at reduced-costs or for free if you do all of your banking by phone and ATM.</b></p> <p><b>However, with this account you might be charged for using the services of the teller.</b></p> <p><b>This type of account usually requires you use direct deposit.”</b></p>
	<p>► Explain: <b>“With the regular checking account, there is usually a minimum balance required to waive the monthly service fee. This type of account offers unlimited check writing privileges.”</b></p>
	<p>► Explain: <b>“There are also different interest-bearing accounts, such as the Negotiable Order of Withdraw, or NOW account, and the Money Market Deposit Account, or MMDA. With these accounts, you usually need to maintain a high minimum balance of at least \$1,000 in order to earn interest and avoid fees.”</b></p>

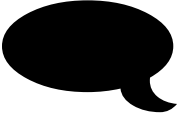

Instructor Cue	Instructions
	<ul style="list-style-type: none"> <li>▶ State: <b>“Turn to page 8 in you Take-Home Guide, <i>Choosing a Checking Account</i>. This checklist can help you find a checking account that is right for you.”</b></li> <li>▶ Review the content of the check list with the participants.</li> </ul>
	<ul style="list-style-type: none"> <li>▶ Explain: <b>“The types of checking accounts and some questions are listed in the first column. The other columns are for you to list different banks. You can compare side-by-side the different banks with the different accounts and important questions to ask.</b></li> </ul> <p><b>When looking for a checking account, you can use the checklist along with the <i>Determine Your checking Account Needs list.</i>”</b></p>
	<ul style="list-style-type: none"> <li>▶ Explain: <b>“Once you find a good checking account, you might want to open an account at that bank.</b></li> </ul> <p><b>We are going to create a scenario where we will open a checking account. We will use this checking account throughout the rest of this course.</b></p> <p><b>In this scenario, you are a person who only writes about ten checks each month. You do not have a large amount of money to put into an account. You do not have direct deposit and would like the personal contact of a teller.”</b></p>



Instructor Cue	Instructions
	<p>► Transition: <b>“After checking with friends and different banks, you have found a low-cost checking account with a monthly fee of \$5 at Bank of Your Choice. This account allows you to write up to 10 checks every month without being charged. There is no charge for using teller services and you have unlimited use of the ATM card.”</b></p>

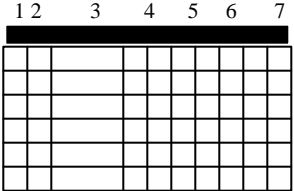


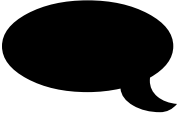
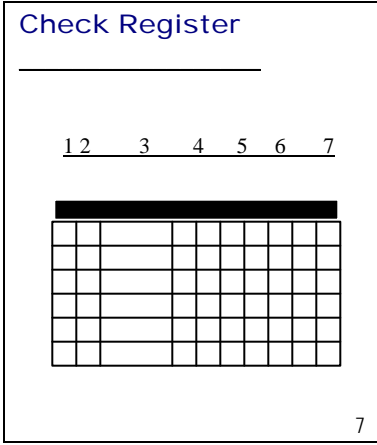

## Opening a Checking Account

Instructor Cue	Instructions
	<p>► Explain: <b>“Now you are ready to open a checking account at Bank of Your Choice. To open an account, you will generally be asked for:</b></p> <ol style="list-style-type: none"><li><b>1. Picture Identification or ID – usually a valid driver license, state ID, passport, or Permanent Residence Card. You might need more than one picture ID to open your account.</b></li><li><b>2. Social Security Number – generally used to identify you and to look up your account history.</b></li><li><b>3. Deposit – amount could range from \$0 to over \$500, depending on the checking product you choose. When you open your account, you might also be charged for the first box of checks.”</b></li></ol>
	<p>► Explain: <b>“At Bank of Your Choice, you provide your identification, your Social Security number, and \$200 to open the account. The bank will then perform an account verification.</b></p> <p><b>Account Verification is when banks use your name, address, and other identifying information to access a system such as ChexSystems or TeleCheck.”</b></p>

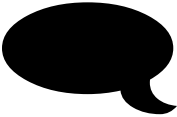



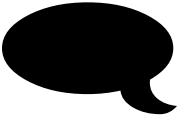
Instructor Cue	Instructions
	<p>► Explain: <b>“These types of systems identify your history of using checking accounts. The system keeps track of bounced checks and other negative information reported about you if you have held an account in the past.</b></p> <p><b>Bank might also review your credit report to determine whether you are a financially responsible customer.</b></p> <p><b>If you have a history of writing bad checks or a history of mismanaging your credit, financial institutions might not be willing to open an account.</b></p> <p><b>Once the verification has cleared, you will be asked to sign a signature card.”</b></p>
	<p>► Explain: <b>“A Signature Card is a form you complete and sign when opening an account. This is the contract that identifies the owner of the account.</b></p> <p><b>For example, if you want to have a joint account with your spouse or another person, both of you would have to sign the signature card. Joint accounts can be set up to require only one signature or both signatures to write a check or to make withdrawals.</b></p> <p><b>If you open a joint account requiring only one signature, each account owner will be able to withdraw money from that account. Remember both account owners need to keep accurate records of transaction.”</b></p>


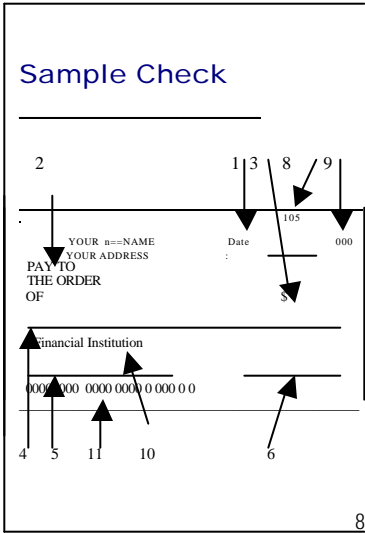
Instructor Cue	Instructions
	<p>► Explain: “Anyone you designate can be a joint owner on your checking account. If you want an individual account, only you would sign the signature card.</p> <p>The signature you provide might be used to verify your signature on checks and withdrawals. Signing the signature card means you accept the fees, terms, and conditions of the account.”</p>
	<p>► Explain: “In our scenario, the bank did the account verification and you signed the signature card. You have just opened a low-cost checking account.</p> <p>When opening an account, you will usually receive a checkbook, a check register, and a deposit receipt for the money you gave the bank to open the account. The ATM card will usually be mailed to you at a later time.</p> <p>The checkbook given to you will be a temporary one until the checks that have your name, address, and account number preprinted come in the mail. Some businesses will not accept temporary checks or checks with low numbers. You can request to order higher numbered checks. Talk to your bank customer service representative.</p> <p>In our scenario, you received a deposit slip for the \$200 used to open your account. The date you opened the account was February 20.”</p>

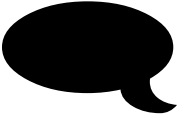
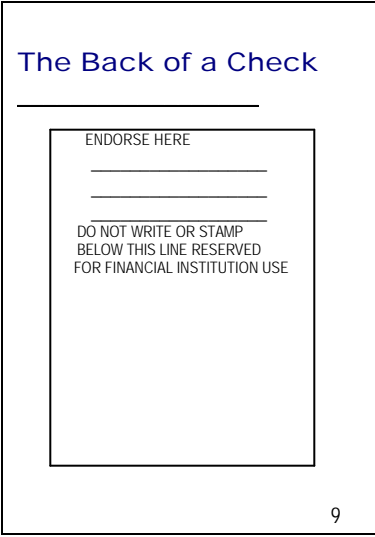
Instructor Cue	Instructions
<div data-bbox="198 296 570 705"> <p>Check Register</p>  </div> <p data-bbox="548 680 561 701">6</p> <p data-bbox="334 709 415 730">Slide 6</p>	<ul style="list-style-type: none"> <li>▶ Show Slide 6 (Check Register).</li> <li>▶ Explain: “<b>Turn to the <i>Check Register</i> on page 9 of your Take-Home Guide.</b></li> </ul> <p data-bbox="667 432 1427 642"><b>Any time you put money into your account or take money from your account, it is called a transaction. Each transaction you make needs to be recorded in your check register.”</b></p> <ul style="list-style-type: none"> <li>▶ Show participants the columns on the slide as you explain them.</li> <li>▶ Explain: “<b>The columns in your check register will be easier to understand as we use the check register throughout this course. I will assist you in filling in your check register. Let’s go over each column:</b></li> </ul> <ol style="list-style-type: none"> <li>1. <b>CHECK NUMBER:</b> If you are writing a check, the check goes here. Otherwise, leave it blank.</li> <li>2. <b>DATE:</b> Record the date you wrote the check, made a deposit or withdrawal, or recorded a service fee.</li> <li>3. <b>DESCRIPTION OF TRANSACTION:</b> Record information to whom you made the check payable, the deposit or withdrawal source (such as ATM, debit card, direct deposit).</li> <li>4. <b>PAYMENT/DEBIT (-):</b> Record the amount of check written, ATM withdrawals, or debit card transactions. Money coming out of your account is recorded here.</li> </ol>

Instructor Cue	Instructions
	<p><b>5. FEES:</b> Record any fees charged, such as a monthly maintenance fee or an ATM fee.</p> <p><b>6. DEPOSIT/CREDIT (+):</b> Record here any deposits or automatic deposits made to your account.</p> <p><b>7. \$ BALANCE:</b> In this column you add any deposits or credits and subtract any fees and payments or debits to your account.”</p>
	<ul style="list-style-type: none"> <li>▶ Show Slide 7 (Check Register): Cover the slide with a piece of paper. Slide the paper down to reveal the first row of the register (opening deposit - \$200).</li> </ul> <p>Have the participants fill in the same information in their check registers.</p> <ul style="list-style-type: none"> <li>▶ Explain: <b>“This is the money you put into your checking account when it was opened.”</b></li> </ul>
	<ul style="list-style-type: none"> <li>▶ Transition: <b>“Now that we have opened a checking account, we are going to learn how to use money from our checking account.”</b></li> </ul>

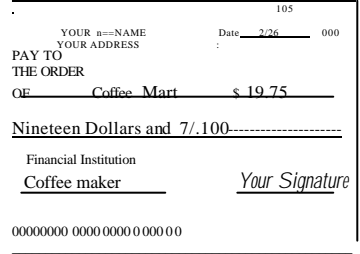

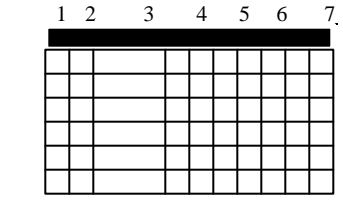
## Using Money From Your Checking Account





Instructor Cue	Instructions
	<p>► Explain: <b>“Remember a check is a written contract between you and your bank. When you write a check, you are asking the bank to take money from your account and give it to someone else.</b></p> <p><b>The first step before writing a check is to make sure you have enough money in your account.”</b></p>
	<p>► Ask: <b>“How do you know if you have enough money in your account?”</b></p> <p>► Answer: <b>Look in your check register</b></p>
	<p>► Explain: <b>“It is important to record every deposit and withdrawal in your check register so you can rely on the amount shown.</b></p> <p><b>In our scenario, on February 26, you decided you wanted to buy a coffee maker from a store called Coffee Mart. The price is \$19.75. The tax is included.”</b></p>
	<p>► Ask: <b>“How much is in your checking account now? Do you have enough money to write a check for this coffee maker?”</b></p> <p>► Answer: <b>Yes</b></p>
	<p>► Explain: <b>“There is enough money to write a check for \$19.75. There is \$200 in the checking Account.”</b></p>

Instructor Cue	Instructions
	<p>► Explain: “Turn to page 11 of your Take-Home Guide for tips on writing a check.</p> <p>When writing a check:</p> <ul style="list-style-type: none"> <li>● Write in ink.</li> <li>● Write Clearly.</li> <li>● Record each check in your check register.”</li> </ul>
 <p>Slide 8</p>	<p>► Show Slide 8 (Sample Check):</p> <p>► Explain and show: “To complete your checks, you will need to fill in:</p> <ol style="list-style-type: none"> <li>1. The date.</li> <li>2. The Pay to the Order of line. This is where you write the name of the person or company to whom you will give the check. After writing the name, you can draw a line to the end. This prevents anyone from adding an additional name on your check.</li> <li>3. The dollar amount of the check in numbers – such as \$19.75.</li> <li>4. The dollar amount of the check in words – such as nineteen and 75/100. After writing out the amount of the check, draw a line to the end. This prevents anyone from adding an additional amount after your amount.</li> <li>5. The memo section is optional. You can use this area to remind yourself why you wrote the check or to record the account number of the bill you are paying.</li> </ol>



Instructor Cue	Instructions
	<p><b>6. Signature line. Be sure you sign your name as you did on your signature card.”</b></p> <p>► Explain: <b>“Checks contain other preprinted information:</b></p> <p><b>7. Your name and address. Your phone number is sometimes included.</b></p> <p><b>8. The check number. The number is used to identify each check written.</b></p> <p><b>9. Codes for the state where the bank is located and the regional Federal Reserve Bank that will handle this check.</b></p> <p><b>10. Your bank’s name and branch.</b></p> <p><b>11. Routing numbers. The bank and state computer routing numbers and your account number.”</b></p>
<p><b>The Back of a Check</b></p>  <p>Slide 9</p>	<p>► Show Slide 9 (The Back of a Check).</p> <p>► Explain: <b>“The back of the check has an area to endorse a check. Endorsing a check means to sign the back of the check to make it cashable. For example, if you write a check to your friend, your friend would endorse (sign) the back of the check to get the cash or to deposit it into his or her account.”</b></p>



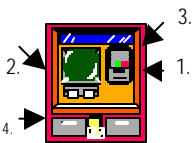


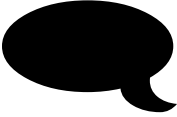
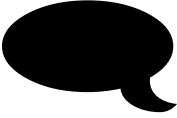

Instructor Cue	Instructions
<p>Sample Check</p> <hr/>  <p>Slide 10</p>	<ul style="list-style-type: none"> <li>▶ Show Slide 10 (Sample Check):</li> <li>▶ Explain: <b>“Turn to the <i>Sample Checks</i> on page 12 of your Take-Home Guide.</b></li> </ul> <p><b>We are now going to write a check on February 26 for \$19.75 to the Coffee Mart store for the coffee maker.”</b></p> <p>Point out the correct way to fill out a check on the slide.</p> <p>Have participants follow your example and fill in the first check in their Take-Home Guide.</p>
	<p><b>Instructor Note:</b> Walk around the room to see that the participants have filled in their checks correctly.</p> <p>Correct participant’s mistakes.</p>
<p>Check Register</p> <hr/>  <p>Slide 7</p>	<ul style="list-style-type: none"> <li>▶ Show Slide 7 (Check Register):</li> <li>▶ Explain: <b>“You need to record each check you write in your check register. We are now going to record the check we just wrote.”</b></li> </ul> <p>Show the correct transaction on the slide.</p> <p>Have participants fill out their own check registers.</p> <ul style="list-style-type: none"> <li>◆ Check number: 105</li> <li>◆ Date 2/26</li> <li>◆ Description of transaction: Coffee Mart</li> <li>◆ Payment/Deb it (-): -\$19.75</li> </ul>

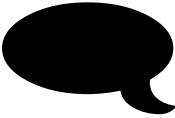
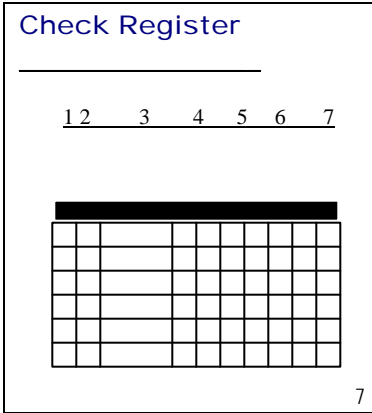


Instructor Cue	Instructions
	<ul style="list-style-type: none"> <li>▶ Ask: <b>“What is the amount left in your checking account after subtracting the \$19.75 check from your account?”</b></li> <li>▶ Answer: <b>\$180.25</b></li> </ul> <p>If needed, show the calculation on chart paper.</p>
	<ul style="list-style-type: none"> <li>▶ Explain: <b>“The amount in your checking account is also referred to as the balance. This is recorded in the BALANCE column of your check register.”</b></li> </ul> <p>Showing Slide 7, slide paper down to reveal the \$180.25 in the BALANCE column of your check register.</p>
	<ul style="list-style-type: none"> <li>▶ Explain: <b>“You can also use a check to get cash from your account. You would write ‘CASH’ or your name instead of the name of a store or business on your check.</b></li> </ul> <p><b>Be careful with a check you write out to cash because anyone can endorse the back of the check and receive the money.”</b></p>
	<ul style="list-style-type: none"> <li>▶ Transition: <b>“Now that we have used money by writing a check, we will discuss using money by Electronic Funds Transfer or EFT.”</b></li> </ul>

# Electronic Funds Transfer

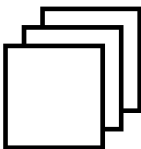
Instructor Cue	Instructions
<div data-bbox="199 289 553 716"> <p>Electronic Funds Transfer (EFT)</p> <hr/> <p>EFTs include:</p> <ul style="list-style-type: none"> <li>● Debit card transactions</li> <li>● Electronic bill payments</li> <li>● ATM transactions.</li> </ul> <p>11</p> </div> <p>Slide 11</p>	<p>► Show Slide 11 (Electronic Funds Transfer).</p> <p>► Explain: <b>“Electronic Funds Transfer or EFT is also known as electronic banking. EFT uses computers to move money to and from your account instead of using checks and other paper transactions.</b></p> <p><b>EFTs include:</b></p> <ul style="list-style-type: none"> <li>● Debit card transactions</li> <li>● Electronic bill payments</li> <li>● ATM transactions. ”</li> </ul>
	<p>► Explain: <b>“A debit card is similar to an ATM card but has more functions.</b></p> <p><b>In addition to accessing cash from ATMs, debit cards allow you to make purchases at retail locations that accept Mastercard or Visa credit cards<sup>3/4</sup>such as department stores or gas stations.</b></p> <p><b>Unlike credit cards, which allow you to make purchases now and pay for them later, debit cards deduct the amount from your account as soon as you make the purchase.”</b></p>
	<p>► Explain: <b>“Electronic Bill Pay is a service that automatically takes money from your account each month to pay your bills. For example, if you have a monthly car insurance bill, you can sign up to have it deducted each month.”</b></p>





Instructor Cue	Instructions
	<p>► Explain: <b>“One benefit is that you do not have to pay for postage. You also do not have to worry about late payments. However, you should make sure you have enough money in your account to cover the bills and make sure you record this in your check register.”</b></p>
	<p>► Explain: <b>“An Automated Teller Machine, or ATM is a computerized terminal that can dispense cash from your account.</b></p> <p><b>With the use of your ATM card and Personal Identification Number, or PIN, most ATMs give you access to your account 24 hours a day.</b></p> <p><b>Most people use ATMs to get cash. Other popular uses for ATMS are to check account balances of your accounts and to transfer money between savings and checking accounts.</b></p> <p><b>Remember to record all ATM transactions and fees in your check register to avoid overdrawing your account.”</b></p>
<div data-bbox="198 1339 553 1801"> <p>ATM Machine</p>  <p>12</p> </div> <p>Slide 12</p>	<p>► Show Slide 12 (ATM machine).</p> <p>► On the ATM, point to:</p> <ol style="list-style-type: none"> <li>1. The slot where the card will be inserted.</li> <li>2. The ATM screen that will prompt you through taking out this money.</li> <li>3. The ATM keys used to respond to the ATM machine’s prompts.</li> <li>4. The slot where the money will come out of the machine.</li> </ol>

Instructor Cue	Instructions
	<p>► Explain: “<b>Not all ATM machines will look exactly like this one. Banks provide instruction on their ATM machines. If you need help using the ATM at your bank, ask for assistance when you open the account.</b>”</p>
	<p>► Explain: “<b>Let’s go back to our scenario and take out \$100 from the ATM machine on March 12.</b></p> <p><b>The ATM machine screen will prompt you to enter information to make your transaction. You would follow the prompts to withdraw \$100 from your checking account.</b></p> <p><b>After entering the correct information, the ATM machine will give you the \$100 and your ATM card back.</b></p> <p><b>If you make any mistakes when entering the information prompted by the ATM machine, you can press ‘Cancel’ and start over. If there is any problem with the machine, call your bank.”</b></p>
	<p>► Explain: “<b>It is important to get receipts for your records and also to record all transaction in your check register.</b></p> <p><b>In our scenario, your receipt from the ATM is \$100 from your checking account on March 12. You can get printed receipts of any deposit or withdrawal from an ATM machine. You can also get a receipt when you buy goods using a debit card. Printed receipts generally include:</b></p>

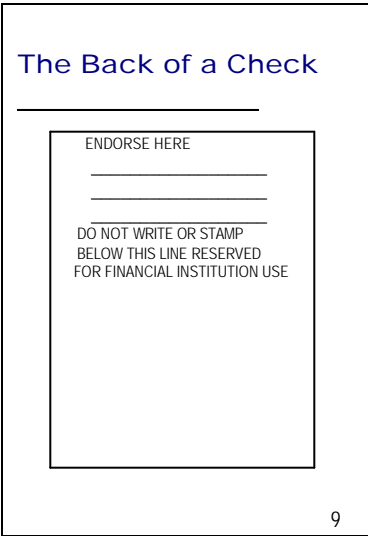
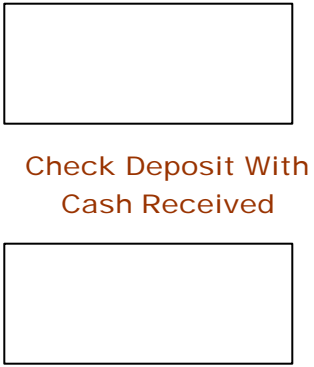
Instructor Cue	Instructions
	<ul style="list-style-type: none"> <li>● The amount of the transaction</li> <li>● Any surcharges or extra fees charged</li> <li>● The date the transaction was made</li> <li>● The type of transaction, for example, deposit or withdrawal</li> <li>● An identification number or code for your account or ATM card</li> <li>● The ATM location or an identification number or code for the terminal, and</li> <li>● The name of the merchant or store.”</li> </ul>
 <p>Slide 7</p>	<p>► Show Slide 7 (Check Register):</p> <p>Show the ATM transaction on the check register so participants can follow along..</p> <p>Have participants fill out their own check registers.</p> <ul style="list-style-type: none"> <li>◆ <b>Date 3/12</b></li> <li>◆ <b>Description of transaction: ATM</b></li> <li>◆ <b>Payment/Deb it (-): -\$100.00</b></li> </ul>
	<p>► Ask: <b>“What is the balance?”</b></p> <p>► Answer: <b>\$80.25</b></p> <p>Slide paper on screen to show answer on check register slide. Have participants fill in the balance in their check register.</p>
	<p>► Transition: <b>“You have just learned how to withdraw money from your account. We will now discuss adding money to your checking account.”</b></p>


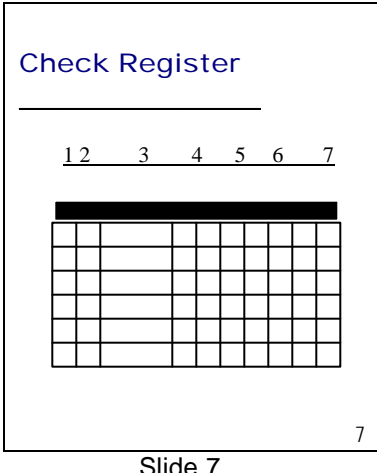

## Adding Money To Your Checking Account



Instructor Cue	Instructions
	<p>► State: <b>“To add money to your account, you need to make a deposit. When making a deposit, you will fill out a deposit slip to let the teller know how much you are depositing.</b></p> <p><b>Deposit slips are included with your checkbook and have your account number printed on them.</b></p> <p><b>Turn to the practice deposit slips on page 13 of your Take-Home Guide.</b></p> <p><b>In our scenario, on March 22, we are going to add \$30 cash to your checking account.”</b></p>
<p>Sample Deposit Slip</p> <hr/> <div data-bbox="220 1096 509 1220" style="border: 1px solid black; height: 59px; width: 178px; margin-bottom: 10px;"></div> <p style="text-align: center; color: #A52A2A;">Cash Deposit</p> <div data-bbox="220 1308 509 1432" style="border: 1px solid black; height: 59px; width: 178px;"></div>	<p>► Show Slide 13 (Sample Deposit Slip).</p> <p>When explaining the following information, point to it on the slide. Have participants follow along and fill out the deposit slip in their Take-Home Guides.</p> <p>► Explain: <b>“This is how you would make a cash deposit at the bank. We will discuss check deposits later.</b></p> <ul style="list-style-type: none"> <li>● <b>Make sure the deposit slip has your correct account and address information.</b></li> <li>● <b>Write in the transaction date. For our scenario, it is March 15.</b></li> <li>● <b>Add up the total of paper money and place the amount in the box marked “Cash” or “Currency.” For our scenario it is \$30.</b></li> <li>● <b>Add up the coins you wish to deposit and place the amount in the box marked “Coin.” For our scenario it is 00.”</b></li> </ul>


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	<ul style="list-style-type: none"><li>▶ Explain: “You would then give the teller your deposit slip and your cash. The teller will also count the money you give him or her and give you a deposit receipt.”</li></ul>																																																								
	<ul style="list-style-type: none"><li>▶ Check the participants’ deposit slips.</li><li>▶ Correct any mistakes.</li></ul>																																																								
	<ul style="list-style-type: none"><li>▶ Explain: “If you run out of deposit slips, you can get blank deposit slips at your bank. Make sure to write your account number on the deposit slip, so your money goes into your account and not another account.”</li></ul>																																																								
<div><div>Check Register</div><div><div>1234567</div><table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></div><div>7</div></div> <div>Slide 7</div>																																																									<ul style="list-style-type: none"><li>▶ Show Slide 7 (Check Register):</li><li>▶ State: “Now you need to record your deposit in your check register.”</li></ul> <p>Have participants fill out their own check registers.</p> <ul style="list-style-type: none"><li>◆ Date 3/22</li><li>◆ Deposit/Credit (+): \$30.00</li><li>◆ Balance Forward: \$110.25</li></ul>
	<ul style="list-style-type: none"><li>▶ Explain: “Now that we have made a cash deposit, let’s look at depositing checks at the bank.</li></ul> <p>To deposit checks into your checking account you must endorse each check you wish to deposit.”</p>																																																								



Instructor Cue	Instructions
<p>The Back of a Check</p>  <p>Slide 9</p>	<ul style="list-style-type: none"> <li>▶ Show Slide 9 (The Back of a Check).</li> <li>▶ Explain: <b>“If you want to deposit the entire check into your account, write ‘For Deposit Only,’ your account number, and your signature.”</b></li> </ul> <p>Write on the slide “For deposit only” and sign your name.</p> <p><b>“By writing ‘For Deposit Only’ you prevent others from cashing your check. It also prevents you from receiving cash back when you make the deposit.”</b></p>
<p>Sample Deposit Slip</p>  <p>Slide 14</p>	<ul style="list-style-type: none"> <li>▶ Show Slide 14 (Sample Deposit Slip).</li> <li>▶ Explain: <b>“You also need to fill out a deposit slip when depositing checks into your checking account.</b></li> </ul> <p><b>In our scenario, on March 23, you are going to deposit a \$50 check and ask for \$25 cash back from the deposit.”</b></p> <p>Show on the slide as you explain.</p> <p><b>“If you deposit more than one check, make sure you correctly endorse each check and write the amount of each check on your deposit slip. Use a separate line on the deposit slip to list the amount of each check.</b></p> <p><b>If you have more than a few checks, you can use the back of the deposit slip. Make sure to list the total from the back onto the front in the box marked ‘Total From Reverse’.”</b></p>

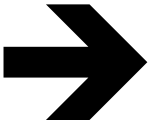
Instructor Cue	Instructions
	<p>► Explain: “<b>You can generally get cash back from your deposit as long as it is less than the deposit amount. In the box marked ‘Less Cash Received,’ write the amount of cash you want back. For this example, we want \$25 back.</b></p> <p><b>When you request cash back from your deposit, you also need to sign on the line ‘sign here if cash received from deposit.’</b></p> <p><b>Write the total of your deposit, \$25 in ‘net deposit.’</b></p> <p><b>Net deposit means the amount that is going into your account. It does not include the cash you receive.”</b></p>
	<p>► Show Slide 7 (Check Register):</p> <p>► State: “<b>Now you need to record your deposit in your check register.”</b></p> <p>Show the transaction on the register. Have participants fill out their own check registers.</p> <ul style="list-style-type: none"> <li>◆ Date 3/23</li> <li>◆ Payment/Debit: \$25.00</li> <li>◆ Deposit/Credit (+): \$50.00</li> <li>◆ Balance Forward: \$135.25</li> </ul>
	<p>► Explain: “<b>Keep in mind that when you deposit a check, it might take a few days before you can access your money, since it can take a few days to process. When you make a deposit, ask the teller when your funds will be available. Be careful not to take out cash or write checks until the money you deposited is available.”</b></p>

Instructor Cue	Instructions
	<p>► Explain: “You can also deposit checks through your bank’s ATM. Always get your receipt so you have proof of the deposit made.</p> <p>ATM machines have special envelopes to make deposits. The envelopes are found in a slot by the ATM machine.</p> <p>Deposit slips are not always required when making ATM deposits, but you need to fill in the information listed on the envelopes. This information can include:</p> <ul style="list-style-type: none"> <li>● Name</li> <li>● Phone number</li> <li>● Account Number</li> <li>● Amount to be deposited, and</li> <li>● Type of account</li> </ul> <p>Making an ATM deposit is similar to making an ATM withdrawal. The ATM machine will prompt you through the questions needed to make the deposit into your checking account.”</p>
	<p>► Explain: “You can also make deposits by mail. You can deposit your checks by mailing your checks and a deposit slip to your bank. However, you should never send cash through the mail.</p> <p>Sometimes companies offer direct deposit for paychecks. Direct deposit is the electronic transfer of your paycheck or your benefit check into your account. You will not receive the check in the mail; it will automatically be added to your account. Your pay or benefit statement will be mailed to your home address.”</p>

Instructor Cue	Instructions
	<p>► Transition: <b>“Always remember to record the amount deposited in your check register. We have recorded all our transactions. We are ready to receive our monthly checking account statement and balance our check records.”</b></p>

# Checking Account Statement


Instructor Cue	Instructions
<div data-bbox="203 283 511 367"> <p>Checking Account Statement</p> </div> <div data-bbox="243 409 511 672"> <div>Bank of Your Choice</div> <div></div> <div></div> </div> <div data-bbox="527 661 552 693">15</div> <div data-bbox="324 693 430 735">Slide15</div>	<div data-bbox="617 283 1445 441"> <p>► Show Slide 15 (Checking Account Statement).</p> <p>► “Turn to the checking account statement on page 14 of your Take-Home Guide.</p> </div> <div data-bbox="665 472 1453 682"> <p>Each month you will be receiving your checking account statement. The statement will include a listing of all transactions that occurred within that month. These transactions include:</p> </div> <div data-bbox="665 714 1323 892"> <ul style="list-style-type: none"> <li>● Checks you wrote that have been cashed</li> <li>● All withdrawals or deposits made</li> <li>● Any fees</li> </ul> </div> <div data-bbox="665 924 1469 1050"> <p>Checking account statements vary from bank to bank. If you have any questions, ask your bank representative.”</p> </div> <div data-bbox="665 1081 1364 1165"> <p>Show each item on the Checking Account Statement as listed on the slide.</p> </div> <div data-bbox="665 1197 1421 1249"> <p>“Most checking account statements show:</p> </div> <div data-bbox="665 1281 1469 1848"> <ol style="list-style-type: none"> <li>1. Your bank’s name and address.</li> <li>2. The time period covered by the statement.</li> <li>3. Your name, address and account number.</li> <li>4. A list of all transaction by date, including: <ul style="list-style-type: none"> <li>• All cashed checks</li> <li>• All deposits credited to your account for the period of the statement</li> <li>• Any fees charged, withdrawals, or interest earned</li> </ul> </li> <li>5. A list of all cashed checks, in numerical order by check number. (Some banks to not have this)</li> <li>6. A summary of account activity for the month.”</li> </ol> </div>


Instructor Cue	Instructions
<div data-bbox="198 283 560 724" data-label="Image"> <p>Check Register</p> <p>7</p> </div> <p data-bbox="331 730 412 756">Slide 7</p>	<ul style="list-style-type: none"> <li>▶ Show Slide 7 (Check Register):</li> <li>▶ Explain: <b>“Record fees as applicable. These fees may include monthly maintenance fees, per check fees, and overdraft fees. Monthly maintenance fees are taken out the same time each month when you get your monthly statement from the bank.</b></li> </ul> <p><b>In our scenario, the checking account we opened at Bank of Your Choice has a \$5 maintenance fee.”</b></p> <p>Show how to record the fee on the register.</p> <ul style="list-style-type: none"> <li>◆ Date 3/23</li> <li>◆ Payment/Debit: Bank fee \$5.00</li> <li>◆ Balance: \$130.25</li> </ul> <p>Have participants fill out their check registers.</p> <p><b>“If your checking account gives you interest, it is also recorded in the Deposit/Credit (+) column of your check register. You will know how much interest to add from your monthly checking account statements.”</b></p>
	<ul style="list-style-type: none"> <li>▶ Transition: <b>“We have recorded all our transactions. We are ready to reconcile our monthly checking account statement and balance our check records.”</b></li> </ul>


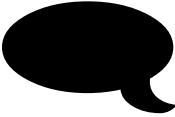
Instructor Cue	Instructions																												
<div>Reconciling Your Account</div> <div><div>Bank of Your Choice</div><table><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table></div> <div>Slide16</div>																													<div><div>▶ Show Slide 16 (Reconciling Your Account).</div><div>▶ “Turn to page 15 of your Take-Home Guide, <i>Reconciling Your Account</i>.</div></div> <div><p>When you get your monthly bank statement, there will usually be a difference between the statement balance and your check register balance. Reconciling your account just means finding those differences.</p><p>We have been balancing our check records throughout this exercise. Balancing refers to keeping your check register updated. Reconciling is just another way of making sure you know how much is in your account.</p><p>Most banks include a chart and instruction on the back of your statement6 to help you reconcile your account.</p><p>If you need assistance, ask your bank teller. We are going to practice reconciling your account.”</p><p>Show the slide and have participants follow along and write on the <i>Reconciling Your Account</i> in their Take-Home Guide..</p><p>“Step 1: Write the balance on the back of the statement on the line by ‘Bank balance shown on this statement.’”</p><p>Show \$75.00 on the slide on the line for ‘Bank balance shown on this statement.’</p><p>“Step 2: Compare the checks, fees, withdrawals, and deposits with your register. When a check has not been cashed, it will not appear on your statement. Write any checks not cashed in the ‘Withdrawals outstanding- not charged to account’ columns.”</p></div>

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<div>Reconciling Your Account</div> <div><div>Bank of Your Choice</div><table><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table></div> <div>16</div> <div>Slide16</div>																													<div><div><div>▶ On the slide, point to the ‘Withdrawals outstanding – not charged to account’ column with the total at the bottom.</div><div>▶ Explain and show: <b>“All the checks, fees, and other withdrawals from our check register are listed on our checking account statement, so nothing goes in the ‘Withdrawals outstanding – not charged to account’ columns and the total is zero.</b></div><div>Take the total from the ‘Withdrawals outstanding – not charged to account’ columns, and write it in the line next to the <b>‘Subtract checks Outstanding.’</b></div><div>On the slide, point to ‘0’ on the line net to ‘Subtract withdrawals Outstanding.’</div><div>▶ Explain and show: <b>“Step 3: Take the ‘Bank balance shown on this statement’ and ‘Subtract withdrawals outstanding,’ to get the ‘Total.’ For this example, \$75.25 minus \$0 equals \$75.25.”</b></div><div>▶ Explain and show: <b>“Step 4: Now we need to add any deposits that we made after March 20 that are not listed on this bank statement.</b></div><div>Our check register shows a deposit made on March 22 for \$30 and a deposit made on March 23 for \$25. These are not included on this bank statement.”</div><div>On the slide, show the \$30 and \$25 in the section ‘Add deposits Outstanding.’</div><div><b>“These deposits are added to the ‘Total’ and the amount is recorded on the line next to ‘Balance.’ For this example, \$75.25 plus \$55 equals \$130.25.”</b></div></div></div>

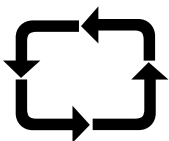




Instructor Cue	Instructions
	<p>► Explain: <b>“Good job! Our check register shows the same amount of money as our checking account statement for February 20 through March 20; we have reconciled our account.</b></p> <p><b>If you find errors on your bank statement, call, write, or go to your bank to have the error corrected.</b></p> <p><b>After reporting the error, it is a good idea to follow up by writing a letter. Keep a copy of the letter for your records. Your letter should include:</b></p> <ul style="list-style-type: none"> <li>● Your name</li> <li>● Your account Number</li> <li>● An explanation of the error</li> <li>● The dollar amount of the error, and</li> <li>● The date the error occurred.</li> </ul> <p><b>The bank must receive notice of the error no later than 60 days after the date of the statement.</b></p> <p><b>If your address changes, you can complete and return the form on the back of your checking account statement or you can call your bank.</b></p> <p><b>If you decide to close your checking account, make sure that all the checks you have written have been cashed before closing the account.”</b></p>

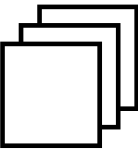
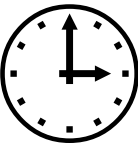

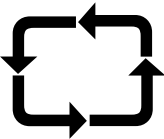
Instructor Cue	Instructions
	<p>► Explain: <b>“It is important to keep a correct balance in your check register.</b></p> <p><b>If you write a check without enough money in your account to pay that check, it is known as writing a bad check or bouncing a check.</b></p> <p><b>If you write a bad check:</b></p> <ul style="list-style-type: none"> <li>● <b>Each bad check might cost you a fee of \$10 to \$30 from the bank and the ‘Payee’ of the check may impose a fee as well.</b></li> <li>● <b>Additional checks you have written might not be paid.</b></li> <li>● <b>Your negative activity can be reported to account verification companies like ChexSystems and TeleCheck. This can make it difficult to cash checks and to open accounts in the future.</b></li> <li>● <b>Your bank also can close your account and send a negative report to the credit bureaus. The amount of the overdraft and fees might be reported as a collection item.</b></li> <li>● <b>Some states have additional consequences. Writing a bad check is a crime in every state. Each state has different civil and criminal penalties. For example, some states have monetary penalties, such as a \$1,500 fine. Others may actually call for jail time and a fine. In some states, writing a bad check is a felony with imprisonment for up to 5 years.”</b></li> </ul>

Instructor Cue	Instructions
	<p><b>“Visit the Indiana Department of Financial Institutions’ Web Site Indiana Dishonored Checks and Drafts at:</b>  <a href="http://www.dfi.state.in.us/conscredit/indiana_dishonored_checks_and_dr.htm">http://www.dfi.state.in.us/conscredit/indiana_dishonored_checks_and_dr.htm</a>.”</p>
	<p>► Explain: <b>“Most banks offer overdraft protection. This protects you from writing bad checks. When you sign up for overdraft protection, the bank will use the money from another one of your accounts to cover the transactions if you don’t have enough money in your checking account. Not having the money in your checking account to pay the check you wrote is called an overdraft.</b></p> <p><b>Although overdraft protection is not free, it usually costs much less than paying an overdraft fee. Ask your bank for specifics about the overdraft protection they have to offer.”</b></p>

## Course Summary

Instructor Cue	Instructions
	<ul style="list-style-type: none"><li>▶ Summarize the course: <b>“Congratulations! You’ve completed the <i>Check It Out</i> course. We’ve covered a lot of information today about checking accounts, such as:</b><ul style="list-style-type: none"><li>● The benefits of using a bank versus using a check-cashing service</li><li>● Types of fees</li><li>● Types of checking accounts</li><li>● How to open a checking account</li><li>● How to write checks</li><li>● How to use ATM and debit cards</li><li>● How to keep records, and</li><li>● How to reconcile an account.</li></ul></li><li>▶ Remember, using your checking account wisely can provide you with greater convenience and safety, cost savings, and a means for budgeting your money.”</li></ul>
	<ul style="list-style-type: none"><li>▶ Ask: <b>“Are there any questions?”</b></li><li>▶ Answer questions as time permits.</li></ul>
	<ul style="list-style-type: none"><li>▶ Transition: <b>“To improve the course, we will need your feed back. The After-the – Course column on the <i>What Do You Know</i> form and <i>Course Evaluation</i> will identify changes that can make this course better.”</b></li></ul>

## End of Course Evaluation

Instructor Cue	Instructions
	<ul style="list-style-type: none"> <li>► Explain: <b>“Please complete the After-the Course column and the <i>Course Evaluation</i>. These forms are the last two pages of your Take-Home Guide.”</b></li> </ul>
	<ul style="list-style-type: none"> <li>► Allow time for participants to complete it.</li> <li>► Collect the <i>What Do You Know</i> and <i>Course Evaluation</i> forms.</li> </ul>
	<p><b>“Visit the Indiana Department of Financial Institutions’ Web Site for additional information on Banking and Checking Account Information at:</b></p> <p><a href="http://www.dfi.state.in.us/conscredit/Cibanking.htm">http://www.dfi.state.in.us/conscredit/Cibanking.htm</a> .”</p>
	<ul style="list-style-type: none"> <li>► Conclusion: <b>“Great job on completing the <i>Check It Out</i> course! Thank you for participating.”</b></li> </ul>